



## RETURN TO SCHOOL PLAN

It is MCTI's plan to safely re-open in a reduced capacity for in-person instruction on September 28, 2020. We have based this plan on the stringent safety protocols outlined in the MI Safe Start Plan. Please understand this plan was written based upon Guidelines for [Camp Operations During COVID-19](#), CDC Guidelines, MCTI Policies and will be controlled by Executive Orders and thus, subject to change.

MCTI is developing specific plans that address the unique needs of a vocational training facility. In many cases, MCTI is going beyond the guidelines in order to do everything possible to protect those on our campus. Everything we are doing now is aimed at offering the safest experience we can to protect all members of the MCTI community.

**PROJECTED 20-21 SCHOOL CALENDAR:** Trade Students are projected to return to campus for the Fall Term on October 12<sup>th</sup> and 13<sup>th</sup>, 2020 and the following is the proposed calendar for this school year. Please note that these dates could be subject to change.

Please note that we will have a seven-week break between Fall and Winter Terms. We will have a one-week break between all other terms. These breaks will give us efficient time to clean and sanitize the facility.

Fall Term: 10/12/20 - 11/20/20

Winter Term: 1/4/21 - 3/12/21

Spring Term: 3/22/21 - 5/28/21

Summer Term: 6/7/21 - 8/13/21

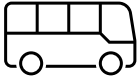


**HEALTH AND SAFETY:** The health and safety of all staff and students is our highest priority. Failure to comply with the safety measures and guidelines will result in immediate dismissal.

- Everyone on campus will be expected to follow all safety procedures. This includes wearing a mask everywhere except your Dorm Room and outside whenever it is not possible to socially distance.
- Each student will be provided two reusable face masks. Neck Gators, Bandanas are prohibited
- Each day all members of the MCTI community will complete a daily questionnaire and have their temperatures checked. (See Appendix A)
- Everyone will participate in training exercises to learn the required safety practices.
- Any student showing symptoms of COVID-19 will be placed on medical leave and expected to be picked up from campus that same day. Students will be scheduled to return the following term.
- All students and staff are highly encouraged to receive the flu vaccination offered by MCTI.
- No visitors will be allowed on-campus for Fall Term.



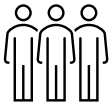
**REGISTRATION AND MOVE IN DAY:** Registration/move in arrival dates/times will be assigned to limit the number of individuals on campus. Students coming to campus will need to arrive on/at their assigned date and time. Students will only be allowed to bring two individuals to assist with move-in.



**TRANSPORTATION:** Students have been asked to identify two individuals that could provide transportation off campus on short notice should they show COVID-19 Symptoms. We will provide transportation to and from the bus station only at enrollment and term completion. It is imperative that students make arrangements ahead of time with the dorm staff on using this service. We need to be able to plan for these trips and ensure safety protocols are followed.



**CLASSROOMS:** Classrooms will be adjusted to allow for social distancing. We will be limiting the class size by keeping the student census below 125. This reflects a 65% decrease in the student population. Students will be required to wear masks and in some cases an additional face shield.



**SUPPORT SERVICES:** MCTI will continue to provide support services to our students. However, delivery of service methods may change. For example, a meeting with your Program Manager might be conducted through Microsoft Teams or in a conference room. MCTI is not offering Social Coaching or Driver's Education.



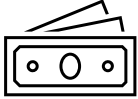
**DORMITORY:** The dorm life will look different in that students will be expected to social distance (6FT) and wear masks. We are planning on each student having their own dorm room but there maybe a few students that will need to share a bathroom. Students are permitted to have only one additional person in their dorm room at a time. We ask that students limit the number of items they bring on campus for the term. Students will be expected to completely move out at the end of the term.



**LEISURE ACTIVITIES:** Leisure activities will be limited to small gatherings with social distance (6ft) required, students will wear masks and we will be encouraging outside activities. There will be no basketball or large group gatherings permitted. The number of students allowed in each leisure area will be posted: i.e., laundry room, canteen, library, activities room, craft room, music room etc. There will be no student government operating this term.



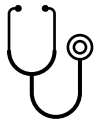
**CAFETERIA:** Meals will be served according to an assigned mealtime. Lunch dismissals will be staggered and assigned by trade to limit the number of students in the hallways. Dinner will follow a similar pattern. Masks will be required in the cafeteria and seating will be limited. Students will be allowed to take food back to their rooms and eat. Being allowed to take food out of the cafeteria means that students will need to dispose of their trash daily. Outdoor seating will also be available whenever weather permits.



**STUDENT WORKERS:** There will be a limited number of student worker positions available on-campus. Any student worker position will require additional training for COVID-19. Students will be allowed to have a job off campus.



**OFF CAMPUS ACTIVITIES:** Students are allowed to return home on weekends, but we strongly suggest that they stay on campus. If students chose to go home, they are encouraged to follow the same guidelines as they would at school: avoid large gatherings, wear a mask, practice social distancing, wash hands frequently.



**EXPOSURE DETERMINATION:** Any member of the MCTI community that shows symptoms of COVID-19 will be expected to self-quarantine until they can be removed from campus. For students, that means staying in their dorm rooms and meals will be delivered. Staff or students who were potentially exposed to this individual will be asked to quarantine. If the individual tests positive at home, MCTI Medical Team will determine the exposure risk and determine the best course of action.

MCTI's COVID-19 Policy, as with any other infectious disease, students who show symptoms will need to leave campus. Some student maybe able to finish out the term on-line while others will need to be placed on medical leave and scheduled to return at the next available enrollment.

If after reading the above information, you feel that this is not the time for you to return to campus, please contact the MCTI Admissions office at [BurlewK@michigan.gov](mailto:BurlewK@michigan.gov) or 269-664-4461. We will place your name on the next available term. It is important to us that everyone feel safe while living and learning on our campus.

APPENDIX A

# Coronavirus Disease (COVID-19) Workplace Health Screening



Company Name: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Time In: \_\_\_\_\_

**In the past 24 hours, have you experienced:**

New or worsening cough:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shortness of breath or difficulty breathing:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fever (100.0°F or higher) or felt feverish: Temperature if taken: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>OR TWO (2) or more of the following</b>		
Chills:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Muscle aches:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Headaches:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sore throat:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Diarrhea:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Vomiting:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Loss of taste or smell:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answered “yes” to one (1) or more of the first three symptoms above, or “yes” to two (2) or more of the last seven symptoms above in light gray, please do not go to into work. Self-isolate at home and contact your primary care physician’s office or nearest urgent care facility for direction.

- You should isolate at home for a minimum of 10 days since symptoms first appeared.
- You must also have 3 days without fevers and improvement in respiratory symptoms.

**In the past 14 days, have you:**

Had close contact with an individual diagnosed with COVID-19?  Yes  No

If you answer “yes”, please do not go into work (unless exempt or otherwise approved for work with appropriate safety precautions). Self-quarantine at home for 14 day since return or exposure.

For questions, visit [hd.ingham.org/coronavirus](http://hd.ingham.org/coronavirus) or contact Ingham County Health Department at (517) 887-4517.